

E.SIVARAMAN,
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Ramamurthy Nagar, Bangalore – 560 016

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To be a key member of the team that endeavor to make the Organization the best employer Through the implementation and Institutionalization of HR system & processes that strive for caring & learning Organization.

Career Overview:

Hard-working and responsible logistics professional with 16+ years' experience managing successful Sales Administration, Customer Service, Warehouses, and Logistics. Team oriented and safety conscious, I am keen to apply my organizational skills to a dynamic warehouse, logistics, distribution & inventory team and sales team.

Key Skills and Characteristics:

Substantial warehouse experience

Experience with container loading/unloading, receipt/dispatch, safe operation of equipment, checks and training and manual handling aids. I also train and supervise staff in these competencies.

Organizational and time management skills

Experience managing inventory and coordination of orders and deliveries, with ability to priorities conflicting demands.

Interpersonal skills

Ability to create rapport quickly and maintain positive business relationships with clients and staff, demonstrating dedication to a high standard of customer service.

Technical skills

Knowledge of various computer programs ERPs and technologies to intermediate level including Microsoft Word/Excel.

Core Competence Exposure	:	Logistics, Sales Administration, Planning, Customer Service, SCM, Trading & Stocking, Stores Management, Distribution, C&F Operations, Warehouse handling.
Functional Areas	:	Logistics & Stock Planning, Sales Admin, Order & Billing, Payment collection, Customer Service, Dealer follow-ups, New Dealer appointment, Marketing Support Warehouse In charge.

Educational Details:

-  **Master Degree in Marketing (MBA – Marketing) Madras University - 2011**
-  **Bachelor degree in Science (Computer) Madras University - 2000**

Present Assignment:

M/s. InSolare Energy Pvt Ltd., Bangalore 23-Jun-16 to till Date

Manager Logistics

Performing Logistics, Stock Planning, Warehouse, Commercial, Customer Service activities and reports to
The **Head – Business**

Responsibilities

- Responsibility for overall Logistic.
- Ensuring the efficient running of administration and office procedures
- Achieving efficiencies and driving costs down.
- Negotiation with Domestic Transporters, Cargo handling agents, Transporters.
- Managing & supporting new business implementations and project rollouts.
- Stock Management: Planning & Monitoring of Stocks.
- Continually focused on driving down expenditure.
- Lead cost saving initiatives in supply chain areas in conjunction with sales and finance divisions.
- Identifying and quickly resolving any stock discrepancies that may occur
- Responsible for managing all documentation and statutory compliances pertaining to supply chain operations
- Record all stock movement and delivery in Excel and prepare regular reports for QMS
- Conducting research via trade publication, the Internet, catalogues, and trade shows to identify potential suppliers.
- Ensuring that all goods and services purchased comply with the company's social sustainability policies.
- Managing purchase requisitions and orders
- Managing existing vendor and supplier relationships
- Responding to internal and external supplier inquiries.
- Approving bills of payment
- Having meetings with potential suppliers and asking them searching questions
- Monitoring returns, damage replacements, and warranty claims
- Developing and managing a procurement department
- Confident in presenting to decision makers in both public and private organizations
- Working closely with the warehouse teams, trade counter people and mail order staff to keep an eye on what's selling and what's not.

Previous Employments:

M/s. SAINT-GOBAIN GRINDWELL NORTON LTD. Bangalore **May -08 to 17-Jun-16**

It's a Project Engineering Group, Building Products & Solutions (BPS),

Manager Commercial.

Performing Independent role in overall, Stock & Logistics Planning, Warehouse, Commercial, Customer Service activities and reports to The **Head – Business.**

Responsibilities

- Responsibility for overall Stock & Logistic planning, Warehouse, Sales Admin, Customer Service, Admin activities.
- Orders & Invoicing & Payment follow-up the customer in all India
- ERP using EDP (Electronic Data Processing of all data of the depot, handling)
- Dispatching the Finishing Goods Material in FIFO & FEFO.
- Collection planning and co-ordination with sales team for receivables, forecast & order
- Stock Management: Planning & Monitoring of Sales & Stocks.
- Negotiation with Domestic Transporters, Cargo handling agents, Transporters.
- Ensure the received goods/Materials as per QAP.
- Lead cost saving initiatives in supply chain areas in conjunction with sales and finance divisions.
- Maintain of Stores & Distribution Related Documentations
- Implement warehouse system to satisfy ISO & OSHAS Standards including 5S procedure for material storage/ stacking
- Responsible for managing all documentation and statutory compliances pertaining to supply chain operations
- Record all stock movement and delivery in Excel and prepare regular reports for QMS
- Company Contact employee's In-charge & for salary process, Attendance, ESI & PF
- BPS Department coordinate for EHS
- BPS Department In-Charge for 5S & QMS

Achievements:

Selling Star Award for Customer Services - 2009

Appreciation Award for Customer Services - 2010

Profit provider for Business group - 2010

Selling Star Award for Customer Services - 2011

Profit provider for Business group - 2011

Appreciation Award for Customer Services - 2012

Profit provider for Business group - 2012

Profit provider for Business group - 2013

PAR Excellence Service for 2013

Appreciation Award for Customer Services - 2014

Appreciation Award for Customer Services - 2015

Reduce the inventory cost by almost 27% with proper planning using Ms-Excel

Training completed:

First Aid

Firefighting Training

5S & QMS

EHS (Environmental, Health & Safety trainings)

Qualified for Internal Audit of Quality management system

M/s. Human Biologicals Institute, Ooty

May 2007 to Apr 2008

(A Division of Indian Immunologicals Limited. A Wholly owned Subsidiary
Of the National Dairy Development Board)

Executive - Distribution & Stores

Job Profile:

- Responsibility for overall Stores & Distribution activities.
- SAP using EDP (Electronic Data Processing of all data of the depot, handling)
- SAP using Material Management Module (Invoice, GRN, STN in Distribution)
- SAP Using Warehouse Management Module (Receipt & Issue of good in Stores)
- Dispatching the Finishing Goods Material in FIFO & FEFO.
- Stock handling, maintaining the stock from factory and returns from the Customers
- Authorization of review SOP's for Stores and Distribution activities
- Maintain of Stores & Distribution Related Documentations
- Issue of materials to all departments as per requirements
- Dispensing of materials for production batch's
- Dispatch of finished goods as per requirements

M/s. Moti Associates - Chennai.

Nov '2000 to April 2007

(C & F Dabur India Limited, Indian Immunologicals Limited & Troikaa Pharmaceuticals Ltd.,)
C & F Incharge

Job Profile:

- Responsibility for overall C & F activities
- SAP using – WM Module, SD Module, MM Module,

- SAP using EDP (Electronic Data Processing of all data of the depot, handling)
- SAP using Warehouse Management Module (Receipt & Issue of good in Stores)
- SAP using MM module (Order entry, Invoicing, Payment entry, GRN and STN)
- EDP (Electronic Data processing of all data of the depot, handling)
- Accounts maintaining for Customers and Payment Follow up from the Customers
- Dispatching the Goods in FIFO (First In First Out).
- Stock handling, maintaining the stock from factory and returns from the Customers (Expiry & Damages)
- Authorization of review SOP's for C & F activities and C & F Related Documentations

Personnel Info:

Father Name	:	Mr.R.ELUMALAI
DOB	:	25-02-1979
Sex	:	Male
Nationality	:	Indian
Caste	:	OBC - AGAMUAIYAR
Marital status	:	Married
Permanent Address	:	24/107, Kattabomman Street, Tiruvannamalai 606601.
Permanent Contact	:	+919442414756 (Father) & 04175 – 222049
Passport Number	:	J9317505
Languages	:	Tamil, English, Kannada, Malayalam, Telugu & Hindi (basic)

Declaration:

I hereby declare the above-mentioned information is true to the best of my knowledge and belief.

Yours faithfully,

Date: 14/06/2017

Place: Bangalore

E. Sivaraman